

THE NAVAJO NATION

Department of Personnel Management

REQUISITION NO: DPS14910936

DATE POSTED: 10/26/15

POSITION NO: 946747

CLOSING DATE: 11/06/15

POSITION TITLE: Cook's Aide

DEPARTMENT NAME / WORKSITE: Navajo Police Department / Department of Corrections / Chinle, AZ

WORK DAYS: Split-Shift REGULAR FULL TIME: ☒ GRADE/STEP: AB54A

WORK HOURS: Split-Shift PART TIME: ☐ NO. OF HRS./WK.: _____ \$ 17,097.60 PER ANNUM

SEASONAL: ☐ DURATION: \$ 8.22 PER HOUR

TEMPORARY: ☐

Assists in cooking meals for inmates in the detention center, plans and assists with coordinating a balanced meal by maintaining a menu; ensures that all meals prepared meet USDA requirements; maintains and operates cooking equipment and supplies; maintains inventory of food supplies; maintains the safety and cleanliness of the kitchen and uses all required safety precautions in preparing food; may assist in the processing of purchase orders for food, supplies, and equipment; serves meals to inmates; compiles meal counts and submits reports to supervisor regarding the number of meals served and the cost associated with meals, equipment, and supplies; attends nutrition related training.

Minimum Qualifications:

- Preferred Qualifications:**

- Special Requirements:**

- (To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)*

Revised: 02/26/2014